

FORT RILEY UNIVERSITY COURSES

COURSE TITLE	POC/CLASS LOCATION	COURSE DESCRIPTIONS
Ammunition Handler	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	Provides performance-oriented training on receipt, accountability, transport, and safety for live ammunition and related. Ft. Riley specific regulations and practice are used IAW FR PAM 710-16, AR 385-64, AR 385-63, FORSCOM REG 700-4 DOD 6055.9, STD, DOD 5100.76M, and QASAS Procedures.
Army Company Information System (ARCIS)	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	ARCIS automates the day-to-day administrative operations to support Company personnel. These operations include recording personnel information about a soldier including rank, reenlistment dates, MOS skill descriptions: recording training and physical fitness information; generating Company reports and maintaining duty rosters, and leave information. In addition, various data base maintenance functions can be performed including backing up and restoring files, transferring files, and creating a diskette for transfer.
Basic Skills Education Program (BSEP)	INFO CALL ARMY EDUCATION COUNSELORS	Provide soldiers with GT scores less then 100 or other academic skill problems with courses to bring their scores to acceptable Army levels.
Battlestaff Course Phase II (DL)	INFO CALL 239-5500 (INDIVIDUAL TRAINING, BLDG 7285)	Prepares the NCO, in the rank of SSG and above, to perform operationally on the battlefield.
Bus Driver Training	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	To train and license personnel to operate a military bus while complying with federal, state and applicable Ft. Riley regulations, while observing safety procedures governing passenger carrying vehicles.
College Programs	INFO CALL ARMY EDUCATION COUNSELORS	Provides soldiers, retirees, and family members with a variety of college courses for career enhancement and individual development. Courses are offered at the Associate, Bachelor, and Graduate level.
Combat Lifesaver	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	To train non-medical soldiers to provide immediate lifesaving measures beyond the level of self-aid or buddy-aid to wounded soldiers in forward battle areas. Training is conducted using training materials provided by the Combat Lifesaver Correspondence Course. IAW FR REG 350-1, each section, squad or team will have at least one member trained and certified as a Combat Lifesaver. Certification is valid for 365 days from the date issuance. References include Combat Lifesaver Correspondence Course, AR 350-1, TRADOC REG 525-50, FR REG 350-1, and Chapter 10-11.
Combat Lifesaver Re-certification	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	Provides sustainment training and required annual re-certification for unit Combat Lifesavers. In addition to re-certification, this course will augment unit training programs in maintaining Combat Lifesaver proficiency in critical lifesaving task. Ft. Riley specific regulations and practices are used IAW TRADOC 525-50 and FR REG 350-1, Chapter 10-11.
Company Commander/First Sergeant Orientation Course	INFO CALL 239-5500 (INDIVIDUAL TRAINING, BLDG 7285)	Provides officers/enlisted personnel designated to assume command/assigned as a first sergeant useful information on staff functions and agencies at Fort Riley. Reference: FR Reg 350-1.

Emergency Medical Technician (EMT)	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	Provides EMT students training in the extrication assessment, stabilization and evacuation of the sick and injured patient. IAW FR REG 350-1, Chapter 10-4.
Emergency Medical Technician Refresher	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	Provides current required refresher training, in order to maintain certification or pursue re-certification.
Field Sanitation	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	Provides formal training to unit level Field Sanitation members. Ft. Riley specific regulations and practices are used IAW FR REG 350-1, Chapter 10-10
First Sergeant Course Phase II (DL)	INFO CALL 239-5500 (INDIVIDUAL TRAINING, BLDG 7285)	Prepares sergeants first class and master sergeants for positions of responsibility as unit first sergeants.
Hazmat (77F)	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	To provide 77F MOS and Non-77F MOS Fuel Handlers a detailed study of U.S. Department of Transportation (DOT) regulations. Topics include identifying regulated materials, preparing shipping papers, inspection of packaging and label determination. Emphasis will be placed on interpretation of regulations used in the transportation and storage of petroleum fuels and related materials for function specific training in petroleum supply and storage operations IAW Ft. Riley specific regulations: FR PAM 710-14, AR 710-2, DA PAM 710-2.
Hazmat Certification (Technical Transportation Of Hazardous Materials (AMMO 62)) (MTT)	INFO CALL 239-5500 (INDIVIDUAL TRAINING, BLDG 7285)	Trains unit personnel to certify hazardous material (HAZMAT) for shipment/transportation. FR Reg 350-1, page B-5, dated 31 Dec 97 and Appendix K, FORSCOM Reg 55-1 requires each unit to have a minimum of one trained and on orders down to company/troop/battery level to certify the shipments/transportation of HAZMAT.
Leadership Skills Education Program (LSEC)	INFO CALL ARMY EDUCATION COUNSELOR	Provides soldiers with courses work to improve leadership skills. Courses based on validated skills needed for each MOS. Courses provide college credit toward an Associate Degree. Courses are open to DA Civilians and family members as well as soldiers.
MILES	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 8320)	Trains personnel in the following areas: (a) MILES warehouse procedures, regulations and policies. Ft. Riley specific regulations and practices are used IAW FR REG 350-4 and FR REG 350-1. (b) How to use and train with the following MILES equipment: Weaponeer; Proper bore-sighting procedures of the M16A1/A2 transmitter using the Small Arm Alignment Fixture (SAAF); Proper operation of the Anti-Tank Weapons: Viper, Dragon and TOW System; Mobile Independent Target System (MTS); Man Worn Laser Detector System (MWLD); Installation of velcro and MILES Detector System on the M1A1 Tank, M2 Bradley and the APC M113; Troubleshooting the MILES System on the M1A1 Tank, M2 Bradley and APC M113.
MILES Recertification	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 8320)	Test and renew certification of personnel in the following areas: (a) MILES warehouse procedures, regulations and policies. Ft. Riley specific regulations and practices are used IAW FR REG 350-4 and FR REG 350-1. (b) How to use and train with the following MILES equipment: Weaponeer; Proper bore-sighting procedures of the M16A1/A2 transmitter using the Small Arm Alignment Fixture (SAAF); Proper operation of the Anti-Tank Weapons: Viper, Dragon and TOW System; Mobile Independent Target System (MTS); Man Worn Laser Detector System (MWLD); Installation of velcro and MILES

		Detector System on the M1A1 Tank, M2 Bradley and the APC M113; Troubleshooting the MILES System on the M1A1 Tank, M2 Bradley and APC M113.
NBC Officer/NCO	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	To qualify personnel as unit NBC Defense Officers/NCOs as required by AR 350-41 (one officer and one enlisted alternate per company) and to train those individuals in techniques needed for combat operations in a chemical, biological and nuclear environment. Those MOS 54B soldiers who assume unit chemical NCO duties (one 54B20 authorized/company) and who are not BNCOC graduates are required to attend. The course prepares the students to function as unit NBC Defense Officers/NCOs and includes: chemical, biological and nuclear defense organization and training requirements; chemical agents- physiological effects, protective measures and first aid; biological agents- physiological and physical effects, field behavior and first aid; protective measures and effects of nuclear weapons (blast, heat, initial and residual radiation, and electro-magnetic pulse), protective measure, yield estimation, fallout prediction and operational aspects of radiation; NBC reports, maintenance and use of chemical, biological, nuclear, and radiological defense equipment and material; individual and collective protection; decontamination; and Smoke Pot requirements and effects of weather and terrain on smoke. Ft. Riley specific regulations and practices are used IAW AR 350-41, Para 4-11C and FR REG 350-1, Chapter 11.
Power Generator Operator	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	To train students in the fundamentals required to install, operate and maintain a generator set.
Pre-hospital Trauma Life Support (PHTLS)	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	This course focuses on trauma patients in the pre-hospital environment-how to identify, stabilize, treat and transport them with the highest level of care and give them the greatest chance of survival. This course is 15 hours in length. To provide current required refresher training, in order to maintain certification or pursue re-certification. IAW FR REG 350-1, Chapter 10.
Primary Leadership Development Course - Fort Campbell	INFO CALL 239-2324/8425 (INDIVIDUAL TRAINING, BLDG 7285)	Trains noncommissioned officers and specialists in the fundamentals of leadership, instill self-confidence, and teach them how to supervise their subordinates.
Primary Leadership Development Course - Fort Hood	INFO CALL 239-2324/8425 (INDIVIDUAL TRAINING, BLDG 7285)	Trains noncommissioned officers and specialists basic skills, knowledge and behaviors. PLDC produces competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and war-fighting skills, evaluators and counselors, conductors and participants in individual and collective training, and performers and teachers of leaders skills, knowledge and attitudes. PLDC instills self-discipline, professional ethics and establishes the foundation for further training and leader development.
Primary Leadership Development Course - Fort Polk	INFO CALL 239-2324/8425 (INDIVIDUAL TRAINING, BLDG 7285)	Trains noncommissioned officers and specialists in the fundamentals of leadership, instill self-confidence, and teach them how to supervise their subordinates.

Primary Leadership Development Course - Fort Sill	INFO CALL 239-2324/8425 (INDIVIDUAL TRAINING, BLDG 7285)	Trains noncommissioned officers and specialists in the fundamentals of leadership, instill self-confidence, and teach them how to supervise their subordinates.
Physical Readiness Training Leaders Course	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	The PRTLTC is a six-day course that teaches PRT leaders (NCO and officers) how to precisely teach and lead the activities in the toughening phase of PRT. Students will learn how PRT relates to Battle Focused Training, how to conduct a PRT session, and how to plan, schedule and conduct unit PRT to maximize performance with minimal injuries IAW Fm 21-20. Students will be introduced to the Army Physical Readiness Test (APFT) and the PRT activities conducted during the sustaining phase of PRT. Students will be introduced to the 12 Callisthenic exercises found in the FM 3-25.20 Draft. Upon completion of the course the student will: (a) Be able to explain muscle structure and nervous stimulation; (b) Exhibit an understanding of cardiovascular and respiratory dynamics; (c) Be able to explain energy metabolism; and (d) Understand the effects of nutrition and physical conditioning.
Standard Army Training System (SATS)	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	To provide sustainment training in the use of SATS as the Army primary training management tool. Instruction will enable the student to develop and input training management information for automated production of METL, training and evaluation outlines (T&EOs), training schedules, calendars, assessments; develop and input resource management in cost estimates, resource constraints, training budgets, fuel estimates and ammunition forecasts. Ft. Riley specific regulations and practices are used IAW FM 25-100
Support Operations Phase II ALMC-SO (MTT)	INFO CALL 239-5500 (INDIVIDUAL TRAINING, BLDG 7285)	This course builds upon Support Operations Course (Phase I) to prepare support operations officers and senior NCOs to organize support functions and manage combat service support (CSS) in a support battalion/squadron during peacetime and wartime. Students will employ knowledge gained in the CSS tasks of Arm, Fix, Fuel, Move, and Sustain the Force to develop plans and conduct scenario driven support operations.
Trauma AIMS/EMT	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	To set forth the policies and procedures for the 91CMF Trauma Aims Program, f 91W transition IAW AR 611-21.
ULLS-G Manager	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	Provides performance-oriented training to non-motor pool personnel to manage a motor pool. Instruction will cover HAZMAT, AMSS, REPORTS, SDI, and a MANAGER's CHECKLIST. Ft. Riley specific regulations and practices are used IAW 24 th Infantry Division Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification and FR REG 350-1.
ULLS-G Operator	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	Provides performance-oriented training on administrative and technical tasks required of ULLS clerks. This course combines all aspects of TAMMS/PLL through the use of the ULLS system. Theory and application of both manual and automated tasks are taught through the use of demonstrated and practical exercises. PLL subjects include; ordering procedures, Document Register management, PLL stockage and management, and reconciliation procedures. TAMMS areas include; preparation and use of the Maintenance Inspection

		Worksheet, deferred maintenance, drivers training, licensing, equipment dispatch, Army Oil Analysis Program, scheduled services, and historical records. Related subjects covered are; accident reporting, physical security, hazardous waste, material condition status reporting, publications, and query by example (ULLS and ULLS Tutorial). Ft. Riley specific regulations and practices are used IAW 24 th Infantry Division Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification and FR REG 350-1.
ULLS-S4 Clerk	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	Provides performance-oriented training on administrative and technical tasks required of a Unit/Organization ULLS S4 Clerk. Ft. Riley specific regulations and practices are used IAW 24 th Infantry Division Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification and FR REG 350-1.
ULLS-S4 Manager	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	Familiarizes mid-level managers with ULLS S4 and the reports produced by the system. This course provide performance oriented training in unit and organizational supply procedures including background on the development of ULLS S4, familiarization with ULLS S4 processes, reports and listings, a review of system and file backups, and continuity of operations (COOP) procedures. Ft. Riley specific regulations and practices are used IAW 24 th Infantry Division Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification and FR REG 350-1.
Unit Armorer	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	To provide sustainment training to enlisted personnel in the operation and management of the unit arms room, maintenance of weapons, required forms and reports, and physical security. Ft. Riley specific regulations and practices are used IAW AR 190-11, FR 190-11, and FR REG 350-1.
Unit Armorer Supervisor	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	To provide training to supervisors oriented in organizational maintenance of small arms. This includes inspection, disassembly, assembly, required operator/organizational maintenance, ordering of parts, maintaining PLL for small arms (SARP), and turn-in procedures for direct support maintenance. This course also includes physical security and proper physical security inspections conducted by the PMO. Ft. Riley specific regulations and practices are used IAW AR 190-11, FR 190-11, and FR REG 350-1.
USAREUR Driver Training	INFO CALL 239-5432/9971 (MILITARY SCHOOL, BLDG 7305)	To provide training on international road signs, basic German traffic laws and rule of the road while driving in USAREUR. The USAREUR driver's test is administered after classroom instruction.

CPAC COURSES

COURSE TITLE	POC	COURSE DESCRIPTIONS
Briefing Techniques	INFO CALL 239-2205/6004 (CPAC)	Topics that will be covered are: Preparing with focus to the right outcome from A to Z; Identifying verbal and vocal stumbling blocks; Using techniques in handling audience questions and tough behaviors.
Communicate Better	INFO CALL 239-2205/6004 (CPAC)	Provides practical training in the crucial verbal and nonverbal communication skills to strengthen relationships and minimize conflict.
Customer Service	INFO CALL 239-2205/6004 (CPAC)	A one-day course designed to boost the organization's image with good customer service. Participants will identify steps to provide better customer service.
Effective Writing	INFO CALL 239-2205/6004 (CPAC)	The overall course objectives are to identify techniques to write more efficiently and effectively. The topics covered include: Finding out what to do if you are stuck; Determining the right sequence and logical order; fine-tuning common style mistakes; Writing so that you get the right response; Using e-mail appropriately.
HIV/AIDS In The Workplace For Supervisors	INFO CALL 239-2205/6004 (CPAC)	This course is designed to dispel myths and provide current information about AIDS such as, what it is, how it is transmitted, Federal Law and Army Policy, procedure for dealing with personnel management issues, reasonable accommodations, the Privacy Act and confidentiality and other considerations for employees diagnosed as having AIDS.
Leadership Education And Development Course (LEAD)	INFO CALL 239-2205/6004 (CPAC)	The Leadership, and Development (LEAD) course is Phase II of mandatory supervisory training. It must be completed within 6 months of appointment to first supervisory position. LEAD teaches supervisors how to assess their own effectiveness; assess employee and team effectiveness; motivate and influence employees; communicate effectively; conduct counseling; resolve conflicts; develop strategies to create fully function teams; make effective decisions; and explain the effect of values on individual and team effectiveness.
Leadership Skills For Non Supervisors	INFO CALL 239-2205/6004 (CPAC)	This course is designed for individuals who lead others and employees who want to enhance their leadership skills. You will learn: Skills for handling different personality types; the art of giving constructive feedback that minimizes defensiveness; Effective delegation; Overcoming conflict without making enemies; Building teams that work well together and get results.
Management Leadership And Coaching	INFO CALL 239-2205/6004 (CPAC)	The bar has been raised! Understand the dynamics of the Five Generational Segments and see how coaching each segment requires and entirely different approach.
Managing Change Effectively	INFO CALL 239-2205/6004 (CPAC)	Discover how to stay in control of change before change takes control of you.
Mentor Training	INFO CALL 239-2205/6004 (CPAC)	This training program heightens the awareness of the Army's commitment to helping our future civilian workforce leaders achieve their goals. Serving as a mentor is an excellent way to ensure the stability of the Army's future leadership. This class will explore: The mentor/mentee relationship; How to become a mentor; Communication skills; Coaching and counseling skills; developing a mentor/mentee agreement.
New Employee Orientation	INFO CALL 239-2205/6004 (CPAC)	The course will cover the topics of Ft Riley's vision, mission, and values; Standards of Ethics and conduct; Property accountability; Safety and hazardous materials training; Occupational health; AIDS in the workplace; Exceptional family member program;

		Employee assistance program; Union overview; Equal employment opportunity; Prevention of sexual harassment; Employee benefits and leave.
Pre-Retirement Civil Service Retirement System (CSRS)	INFO CALL 2392205/6004 (CPAC)	This seminar provides a thorough understanding of all aspects of retirement. Topics include eligibility requirements, computation of benefits, potential annuity reductions, health and life insurance, social security benefits.
Pre-Retirement Federal Employee Retirement System (FERS)	INFO CALL 239-2205/6004 (CPAC)	This seminar provides a thorough understanding of all aspects of retirement. Topics include eligibility requirements, computation of benefits, potential annuity reductions, health and life insurance, social security benefits.
Prevention Of Sexual Harassment For Supervisors (POSH)	INFO CALL 239-2205/6004 (CPAC)	The course will cover the topics of Sex Role Stereotypes; Sex Discrimination; Organizational Responsibility; Authorities prohibition; Sexual harassment; Supervisory action steps; Counseling Skills; and Policy procedure.
Project Management	INFO CALL 239-2205/6004 (CPAC)	This course is for the office support staff who are working with special projects and need to sharpen their project management skills. You will learn: Basic project management terms, techniques, tools, procedures and formats; Project phasing, staffing, organizing, tasking and sequencing.

G4/DOL COURSES

COURSE TITLE	POC	COURSE DESCRIPTIONS
Airload Planners Course (AMC Affiliation Training Class) (MTT)	INFO CALL 239-4765 (G4)	Trains unit movement personnel to plan and execute joint airlift operations. FORSCOM Reg 55-1 requires each unit down to company/troop/battery level to have at least one person in airlift planning. Deploying units are responsible for preparing their own aircraft load plans. This is a requirement every two years.
Unit Movement Officer	INFO CALL 239-4765 (G4)	Trains UMOs/NCOs on unit responsibilities for planning, preparing for, and executing deployments. This course is required (FORSCOM Reg 55-1) for all movement officers and NCOs down to company/troop/battery level. This is a one-time course.
Unit Rail/Airloading Training	INFO CALL 239-8488/8150 (DOL)	Provides training on proper rail/air loading procedures for CONUS/USAREUR rail operations and unit rail load teams. Teaches the basics of tying down vehicles on the rail and other dos and don'ts. Teaches air load deployment teams how to build the 463L (air cargo) pallets and how to prepare vehicles for air deployment.

DES COURSES

COURSE TITLE	POC	COURSE DESCRIPTIONS
Asbestos/Lead Hazard Awareness Training	INFO CALL 239-6642 (DES)	Course includes training on the characteristics of asbestos and lead, health effects and personal protective measures. IAW AR 200-1, 40CFR 763 and 29 CFR 1910.1001 and 1025.
Two-Hour Asbestos Awareness	INFO CALL 239-6642 (DES)	Course will include training on the characteristics of asbestos, uses of asbestos in the construction industry, health effects and personal protective measures. IAW AR 200-1 and 40 CFR 763.
Confined Space Entry Training	INFO CALL 239-2334/0446	Course topics include: typical hazards associated with entry into confined spaces, air monitoring equipment and procedures, personal protective equipment, rescue procedures, work practices, and contents of 29 CFR 1910.146.
Cultural Resources Awareness	INFO CALL 239-8618 (DES)	Course teaches personnel how to identify cultural resources, responsibilities for protection, preservation, Army and installation policies regarding cultural resources.
Environmental Team Training (ETT)	INFO CALL 239-2334/0446 (DES)	This course covers hazard communication; hazardous materials; hazardous waste, universal waste and controlled material storage and handling procedures, container management and labeling, time and quantity limits; transportation of hazardous material; turn-in procedures; field compliance; maneuver damage; pollution prevention; record keeping, and inspections. Students will conduct a site inspection at a motor pool or environmental site.
Environmental Team Training (ETT) Refresher	INFO CALL 239-2334/0446 (DES)	This course covers hazard communication, hazardous materials and hazardous waste, universal waste and controlled material storage and handling procedures. It is designed to refresh individuals currently performing these duties on the regulations and any changes.
Environmental Team Training (ETT) Overview	INFO CALL 239-2334/0446	Contents for this course are tailored specifically for the type of unit/activity that requested training.
Hazard Communication (HAZCOM) Train The Trainer	INFO CALL 239-2334/0446 (DES)	Hazardous chemicals are in virtually every workplace. This course trains trainers on program requirements and formal training requirements to provide soldiers/employees with safety precautions and information on chemical health hazards. IAW FR 385-14.
Lead Awareness	INFO CALL 239-2334/0446	Course will include training on the characteristics of lead, health hazards of exposure and personal protective measures.
Motorcycle Defensive Driving Crs (MDDC)	INFO CALL 239-2334/0446 (DES)	All soldiers must complete a Motorcycle Safety Foundation (MSF) course prior to operating motorcycles/mopeds on, or off post. This course includes MSF instruction on the proper techniques for safe operation of the motorcycle as well as a driver skill test. Civilians operating motorcycles/mopeds on post or on official business off post are required to complete this training. Soldiers possessing a Motorcycle Safety Foundation completion card do not have to take this class. IAW FR 385-55.
OSHA 8-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Refresher	INFO CALL 239-2334/0446/3421 (DES)	This course covers topics such as: toxicology, medical surveillance, decontamination, site characterization, air monitoring, confined spaces, site emergencies and site/incident safety plans, site control safety plans as well as drum and container handling. This course will provide a review on regulatory guidelines, training requirements, HAZCOM and Personal Protective Equipment (PPE). IAW 29 CFR 1910.120.

Pesticide Management For Distribution Facility Personnel	INFO CALL 239-2334/0446/8574 (DES)	This course emphasizes the hazards of pesticides, protection from exposure hazards, detection of spills and leaks, clean up of minor spills, pesticide labels and MSDSs, and merchandising of display criteria.
Respiratory Safety Training	INFO CALL 239-3421 (DES)	Course describes why the respirator is necessary, limitations and capabilities of the respirator, how to effectively use the respirator in normal and emergency situations, inspection procedures, donning and doffing, proper fitting, seal checks, care, maintenance and proper storage procedures. Fit testing will commence after classroom training. IAW FR 11-34.
Risk Management (Train The Trainer)	INFO CALL 239-2514 (DES)	Risk management is a logic-based common sense approach to making calculated decisions on human, materials, and environmental factors before, during and after every operation, task or event. Using the risk management process will enable leaders to maximize operational capabilities while minimizing risks to soldiers, employees and property. Leaders at every level have the responsibility to identify hazards, to take measures to reduce or eliminate hazards, and then to accept risk only to the point that the benefits outweigh the potential losses. During this training all participants will learn the five basic steps involved in risk management and perform several risk management evaluations. IAW AR 385-10 and FM 100-14.
Safety Officer/NCO Course	INFO CALL 239-2334/0446/2073 (DES)	Course covers program requirements, prevention of accidents involving Army motor vehicles and privately owned vehicles, fire, radiation safety, accident causation, tactical safety, hazard identification, off duty safety, POV safety, accident reporting, asbestos/lead overview, explosive ordnance disposal, Ammunition Supply Point (ASP), range safety, phase I training, on-site safety survey by the Provost Marshal Office (PMO), and other related topics. Students will be issued handouts but should bring pencil and paper for taking notes.
Supervisor Safety Training	INFO CALL, 239-2334/0446/2514 (DES)	Supervisors play an essential role in the prevention of accidents and in helping to reduce civilian compensation costs at Fort Riley. Upon completion of this course, supervisors will have a better understanding of the Fort Riley Safety Program and be better equipped to perform their duties and responsibilities concerning accident prevention in accordance with AR 385-10. Course topics include: OSHA and the federal employee, accident reporting, hazard recognition, and safety training requirements. This class is open to civilian and military supervisors.
Chemical Agent Detector (CAD)/Improved Chemical Agent Monitor (ICAM) Radiation Safety Training	INFO CALL 239-2334/0446/8539 (DES)	This training provides individuals with an understanding of the characteristics of Americium-241 and its potential for contamination. It is mandatory that all personnel who work in direct support CAD and ICAM control repair shops, and their supervisors, attend this course annually and understand the proper procedures required for wipe testing, safe handling and repair of CADs and ICAMs. IAW FR 11-9 and applicable Regulatory Commission regulations and licenses.
Local Radiation Safety Officer (LRSO) Training (MTT)	INFO CALL 2396702/8539/2514 (DES)	This training provides individuals with an understanding of the principles of radi safety, radioactive material management and the potential of radiation contamination. It is mandatory that each individual appointed as an LRSO or alternate LRSO in direct support of Improved Chemical Agent Monitor (ICAM) and Chemical Agent Detector (CAD) maintenance shops, tritium fire control repair shop, calibration facility, or consolidated supply commodity warehouse

		understand the procedures for proper management of a local radiation protection program. IAW FR 11-9 and applicable Regulatory Commission regulations and licenses.
Range Officer In Charge/Range Safety Officer (OIC/RSO) Certification Course	INFO CALL 239-8219 (G3 RANGE)	Phase I training will consist of a three hour block of instruction and a two hour test on Fort Riley Regulation 385-12, Range Training and Safety. Topics covered will be responsibilities, range policy and procedures, range communication procedures, range and training area operations, range safety, ammunition procedures, and an overview of specific weapon systems. Upon completion qualified personnel will be familiar with the policies and procedures outlined in FR Reg. 385-12.
Tritium Radiation Safety Training	INFO CALL 239-8539 (DES)	This training provides individuals with an understanding of the characteristics of tritium and its potentials, contamination and safe handling techniques. It is mandatory that all personnel who work in direct support of tritium fire control repair shops, and their supervisors, attend this course annually and understand the proper procedures required for the safe handling of tritium commodities. IAW FR 11-9 and applicable Regulatory Commission regulations and licenses.

DOIM

Information Management Course	INFO CALL 239-3646	To provide unit IMO's with the tools necessary to perform their duties in an efficient and timely manner. Topics include: Remedy, Form 3002, DA2407 and technical inspections, Customer Service, CAPRS, Architecture, Troubleshooting, Outlook, mapping drives, back up of information, printers, etc.
Official Mail Manager Course	INFO CALL 239-5411 (POSTAL OPERATIONS)	Provides training on the importance of appointing official mail managers, policies for the, management of internal correspondence distribution operations, including processing of controlled mail and policies for addressing, handling, and transmitting mail to U.S. Army elements and activities.
Publications Management And Control	INFO CALL 239-3283 (PUBLICATIONS)	This course is designed to provide personnel assigned responsibilities for ordering, accounting, and management of publications and blank forms, the knowledge and skills to perform such duties. The course encompasses the skills that are required to properly complete the required forms, verify and establish blank forms accounts, initiate and update such accounts, use the standard Army publications indexes, control sensitive material, and establish and maintain an internal distribution system within the unit/organization.
Unit Mail Service Training Course	INFO CALL 239-5411 (POSTAL OPERATIONS)	Provides training on the importance of safeguarding mail, handling of accountable mail, timely delivery, and the serious consequences of negligence of duty at Fort Riley. Reference: DOD 4525.6-M Volume II.

MORE ON-POST COURSES

Fort Riley Noncommissioned Officer Course (FRNCOC)	INFO CALL 239-6305/2119 (SNCORC)	Refreshes and informs all incoming E-5s through E-8s on current regulations, changes, Division policies, Counseling Techniques and to reiterate basic leadership and basic rifle marksmanship skills. Tuesdays the class receives Range Safety Class and test, obtains Range certification card. Acclimates soldiers to Fort Riley and the surrounding area. College credit hours upon completion.
Equal Opportunity Representative Course (EORC)	INFO CALL 239-3379/2928 (EO)	Equal Opportunity Representatives (EORs) assist commanders at battalion-level and below in carrying out the Equal Opportunity Program within their units. Race, ethnicity, or gender should not be a driving factor in selecting an EOR for attendance at this course. Students will be issued handouts and note taking guides.
Force Protection Unit Advisor/ Instructor Level II (MTT)	INFO CALL 239-5500 (INDIVIDUAL TRAINING, BLDG 7285)	Provides information and assign responsibilities for the conduct of Force Protection Unit Advisor/Instructor Level II Certification Course.
Fort Riley Fire Marshall Course	INFO CALL 239-4257 (FIRE PREVENTION BRANCH)	Trains Area, Battalion, Company, and or Building Fire Marshals as per AR 420-90, Chapter 6 in Fire Prevention. This training could be utilized to reduce the possibility of loss of life and property.
Public Works Self Help Class	INFO CALL 239-3757 (PW Self Help School)	Qualifies service members in proper administration for obtaining self-help supplies, proper procedures and techniques necessary in the performance of building self-help maintenance and upkeep. Course includes administrative requirements and procedures on use of military forms and unit self-help records, basic tools, nails, screws and bolts (their uses and size), fasteners for solid and hollow walls, limited masonry repair, proper use of building materials, carpentry, nominal and actual lumber measurements, glazing aluminum and steel sash windows, replacing aluminum screen wire, door maintenance and related door hardware, standard door lock maintenance, limited electrical maintenance/replacement and safety, minor plumbing maintenance/replacement, methods for painting (oil and latex base), vinyl baseboard, minor sheet rock repair, ceiling tile replacement, and floor tile maintenance.